PRP News Update

Berkeley Lab Procurement-Receiving-Payables

January 2003

eProcurement Requisitions

Requisition Approval Changes

Several changes were recently made to the requisition approval process in the eProcurement system:

- Division Directors now have authority to approve requisitions of any dollar amount.
- Requisitions over $500K no longer require parallel approval by Financial Services-Budget/CFO. This reaffirms that it is the responsibility of divisions to assure that financial and budgetary aspects of their requests are taken care of before submitting requisitions.
- PRP now automatically routes requisitions over $500K to the Operations Director for parallel approval. The Operations Director will only approve requisitions after the Division Director has approved them. Please ensure that adequate documentation is included with the requisition.
- Requisitions using a Project ID with a Project Type of EQFAB and EQPUR no longer require a $100K approver. You may select regular Signature Authorization System Authorized Signers for all requisitions.

Requester on ePro Requisitions

When you create a new requisition, make sure you change the Requester name from yours (the preparer) to the appropriate recipient of the goods or services. This will help LBNL Transportation send the material to the proper individual and later provide email PO updates to the requester.

Only Lab employees with an email address can be entered as requesters.

Cancel Requisitions

You can now cancel ePro requisitions. Just go to the "Manage Requisitions" page and click on the big red **X** next to the requisition you want to cancel. This will work for requisitions in "Open," "Pending" (not yet approved), or "Approved" status.

For "Approved" requisitions, buyers will also have to cancel the requisition lines on their side of the FMS system. For requisitions where there is no **X** available, contact the buyer to cancel the requisition.

Tired of Mousing?

You can get to the ePro Home Page after you log in by pressing the Enter key four times. Here are other ePro shortcut keys.

Attachments & Comments

To assure that your attachments can be viewed by Procurement, make sure that you only attach attachments to the first line of ePro requisitions.

You can enter text in the Comments box appearing on the lower part of the Special Request screen but it is best to first fill the upper Description box. To assure that text entered in the Comments box is visible to Procurement, Comments should not be changed or viewed once the “Add Item” box is checked. (We hope to have this resolved in the weeks to come.)

Requisition Status

Requisition Preparers can now lookup the purchasing status of requisitions in ePro's *Manage Requisitions* page. Lookup ability has been improved so you can enter a requisition number without concern for a date range. The status changes to *Dispatched* after the buyer has made it into a purchase order. The status changes to *Received* after there is receiving activity on the PO. You can lookup the PO number of a requisition and see if it has been received. The green "Requisition Cycle" icon (360 degree view) will show you where the requisition is in the procurement cycle from requisition to PO.

You can also see requisition status in IRIS using either the Quick Reports or the regular Purchasing reports.

Finance Matters

Out with the Old

Old POs (those before 6700000) should be closed out as they expire so that all our POs are native PeopleSoft POs (instead of POs which were converted from our legacy systems). Contact Cost Accounting for questions regarding the transfer of burden rates from old to replacement POs.

PO Accounting

Here is how to take care of common PO accounting tasks:

- To change a project id, send an email to Jim Bettencourt (JJBettencourt@lbl.gov) saying what you want changed. Include the PO number, PO line, old project id, and new project id. All remaining funds will be moved from the old project to the new one(s).
- To close a PO or reduce a PO's encumbrances (liens), send an email to the buyer with this same information as above. The buyer can then reduce the PO to the amount already paid or anticipated to be paid for the PO.

PRP Reports Web Page

Visit our new PRP report Web page at http://procurement.lbl.gov/PRP/reports.htm for obtaining PRP ordering and financial information through IRIS, eProcurement, and FMS.

PRP Queries

The following informal queries have been developed to assist FMS users in obtaining PRP financial information:

- **ZP_REMAIN** - Tells you the authorized amount on the PO, how much has been vouchered against the authorized amount, and calculates the remaining balance on the PO by line.
- **RNPO** - One of the more popular queries used at the Lab is RNPO. This query now includes encumbrances (liens). The encumbrance is identified by the letters 'COM' (for commitment) under the header title 'An Type'. The letters 'ACT' under this header title stands for actuals and are the costs you see in IRIS. These can be sorted together or removed from the query depending on your need.
- **LMCPO** - This query is cloned from RNPO and additional fields have been added. These additional fields are the Resource Type, Fund, Dept. ID, MARS code, and the General Ledger account number.
- **RNPOCOM** - This query is like RNPO, but it displays the encumbrances (liens) only for a particular PO.
- **AP_VOUCHER_BY_PROJECT_ID** - This query will prompt you for a project and will display all invoices that have been posted to the ledger for that project. It displays the AP contact, PO number, vendor name, invoice number, invoice description, invoice amount, the date the invoice was entered, the date the payment is due, and indicates with a 'P' if it has been paid. It also displays the General Ledger account number that was charged. Certifiers may find this an alternative to having invoice copies sent to them.